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Department of Education

Annual Departmental Upper School Examinations

1940

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Instructions to Presiding Officers
and Candidates

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A.—INSTRUCTIONS TO PRESIDING OFFICERS

Prior to the examinations Presiding Officers will make themselves thoroughly familiar with all the instructions contained herein.

PRESIDING OFFICERS

1. The Principal of a High, Vocational or Continuation School shall be the Chief Presiding Officer in his own school, and the members of the staff shall be Assistant Presiding Officers.

2. In assigning the duties of presiding the Principal shall have regard for

- (a) a fair distribution of these duties among the staff,
- (b) an arrangement whereby teachers shall not preside over candidates writing an examination for which they have prepared them,
- (c) an amicable exchange of teachers from adjacent schools wherever possible and expedient.

3. The Chief Presiding Officer shall be responsible for compiling all lists, making all reports, completing all forms, and for sending the answer papers to the Department in accordance with the instructions.

4. Subject to the approval of the Minister the Presiding Officers at an examination centre in a private school shall be appointed by the Public School Inspector.

SHIPMENT AND CARE OF QUESTION PAPERS

5. The bag containing the question papers will be shipped by express, charges collect, to the home address of the Chief Presiding Officer or to the examination centre, as may be directed, in ample time for the examinations. Concurrently a card of advice will be mailed to the Presiding Officer at his home address.

6. On the receipt of the bag from the Department or the Inspector, *the Presiding Officer shall become responsible for the safe-keeping of it and its contents until the examination is concluded.* He shall see that the seal is intact. The bag may be opened by cutting the cord, and when opened, the names of the subjects and the number of envelopes containing question papers shall be verified with the time-table and with the lists of candidates. The number of question papers in each envelope is indicated on the envelope. Should any question envelope be missing, he shall *telegraph the Department at once.*

7. The question papers shall be kept in a safe or in a room with the windows securely fastened, and the doors locked by cylinder locks. If the Presiding Officer is not satisfied as to the security of the papers by the foregoing means he shall obtain a padlock and chain, which he shall fasten around the neck of the bag in such a way as to make it impossible for anyone to gain access to

its contents except by ripping open the bag. In any case the bag containing the question envelopes shall be locked in a room or cupboard or secured by means of the padlock and chain to some immovable or ponderous object. *The Presiding Officer shall keep in his possession all the keys that are supplied with the locks for the room or the padlock. The Presiding Officer shall spare no effort to ensure the safe-keeping of the papers. In case of mishap he will be held personally responsible to the Minister.*

PRELIMINARY ARRANGEMENTS

8. Prior to the first day of the examinations, the Chief Presiding Officer shall meet the Assistant Presiding Officers and carefully go over the examination instructions, making sure that each instruction is thoroughly understood and that the Assistant Presiding Officers are fully conversant with their duties.

9. The Presiding Officer shall satisfy himself that all necessary arrangements are made by the School Board in due time for the examinations. If the trustees have not placed a clock in each room used for examination purposes, the Presiding Officer shall have power to hire the use of one for each room during the time required for the examinations and to charge the cost thereof as part of the expenses of the examinations.

10. All diagrams or maps having reference to the subject of examination shall be removed from the room, and books, papers, etc., from the desks; all arrangements shall be completed, and the necessary stationery distributed at least fifteen minutes before the time appointed for the commencement of the first subject of the examination, and at least five minutes before each other subject is begun.

11. In each examination room, candidates, whether writing on the same subject, or on different subjects, shall be seated at least five feet apart.

SPECIAL INSTRUCTIONS

12. If there is sufficient accommodation and if sufficient question papers have been received, the Presiding Officer shall admit Upper School candidates whose applications were not received by the prescribed date. The late fee shall not be charged a Middle or Upper School candidate who desires to take an Upper School paper in addition to the papers for which he made application by the prescribed date.

Note.—The Presiding Officer shall collect \$1.00 from a candidate who did not make application by the prescribed date, and whose name, therefore, does not appear in Form 108. He shall also require him to submit an application for the examination. Such application shall be satisfactory, especially in respect of the certificates required re Supplementary Reading in English and the foreign languages.

13. In the case of a candidate who for any reason fails to present himself or is unable to present himself for the examination in a subject on the half-day specified in the time-table for such subject the Presiding Officer shall not, in any circumstances whatsoever, permit such candidate to take the examination in the subject concerned on a half-day other than that specified in the time-table.

14. In the case of a candidate who, through illness, withdraws from the examination room and who does not hand in an answer book, or in the case of one who refuses to hand in an answer book, the Presiding Officer shall make a special note of the fact on the tally list.

15. The Presiding Officer shall exercise necessary vigilance at all times while the candidates are writing. He shall not remain seated, but shall move about so that he may observe the candidates from different parts of the room. The Presiding Officer shall not give his attention to any matter (such as the reading of books or papers) other than that which pertains to his duties as Presiding Officer. He shall take every possible precaution to make it impossible for the instructions to candidates to be violated without his knowledge.

16. The Presiding Officer at a centre should not preside over pupils writing an examination for which he has prepared them, or over candidates for other than Ontario Departmental examinations. He shall not have under him at one time more than twenty-five candidates.

17. *No person except the Presiding Officers shall be present with the candidates in any room at the examination; and at least one Presiding Officer shall be present during the whole time of the examination in each room occupied by the candidates. No conversation or noise which might disturb the candidates shall be allowed in the vicinity of the examination room.*

18. The Presiding Officer shall explain to the candidates the manner in which the name slips are to be attached to the answer envelopes. He shall exercise great care in distributing the proper number and kind of envelopes and examination books and in accounting for such envelopes and examination books as have been distributed. At the close of the examination in each paper **the Presiding Officer shall inspect every desk** in order to satisfy himself that no candidate has omitted to hand in all his examination books.

19. Immediately prior to the opening of each question envelope, as specified in No. 20, the Presiding Officer shall hand the unopened envelope to two witnesses, who shall be Assistant Presiding Officers or senior candidates, and ask them to examine the envelope carefully, seals, flaps and edges, in order to fully satisfy themselves that the question envelope has not already been opened or tampered with by anyone. For the same purpose immediately after the Presiding Officer opens the question envelope and takes out the question papers he shall hand the empty envelope to the same two witnesses in order that they may thoroughly examine the inside of the envelope. The Presiding Officer shall then ask witnesses to sign the declaration on the back of the envelope. If the witnesses observe any particulars which are not in accordance with the declaration, they shall note these exceptions below the declaration on the lower flap of the envelope.

20. *Punctually* at the time appointed for the commencement of each examination the Presiding Officer shall, in the examination room and in the presence of the Assistant Presiding Officers or of the candidates, open the envelope containing the question papers, in the manner directed on the envelope, and give the question papers to the assistant officers and to the candidates. The papers of only the subject or subjects required shall be opened at one time. Until the examination in a subject is over, no question papers other than those which the candidates receive shall be taken out of the room.

21. *Punctually* at the expiration of the time allowed, the Presiding Officer shall direct the candidates to stop writing, and cause them to hand in their answer papers immediately, duly fastened in the envelopes.

22. The Presiding Officer shall enter the names of the candidates for the Upper School examinations on the tally lists in the same order as found in the official list (Exam. Form 108); names of extra candidates shall be added after the names of those on the official list. The Presiding Officer shall keep the tally list on his desk and as each answer paper in any subject is handed in (and he shall carefully note the superscription on the envelope), he shall check the same by entering the figure "1" opposite the name of the candidate.

(1) The Presiding Officer while engaged in receiving and checking the answer papers at the close of each examination period shall take every possible precaution to prevent collusion between candidates at a time when his attention might be supposed to be diverted from the general supervision of the examination room.

(2) After the papers are handed to the Presiding Officer he shall not permit the answer envelopes to be opened and he shall be responsible for their safe-keeping until transmitted to the Department. The answer papers shall be kept securely locked in the bag or in a safe or in a room with the windows securely fastened and locked with cylinder locks. The Presiding Officer shall keep in his possession all the keys that are supplied with the locks.

SUPPLIES

23. The necessary stationery includes pens, blotting paper, black ink of a uniform colour, and the authorized examination books. At the beginning of each examination period each candidate shall be given **one** examination book and one answer envelope, and other books as required during said period. No paper, examination book or other book shall be brought into the room by any candidate.

24. (1) In order to facilitate the answering of questions on the Upper School Physics, Geometry and Trigonometry, which may require the drawing of graphs, the candidates at such examinations shall be given sheets of squared paper. The Presiding Officer shall see that a sufficient supply of the squared paper is provided by the School Board concerned.

(2) The Presiding Officer shall hand out one sheet of squared paper with each question paper requiring its use. Additional sheets may be given, one at a time, to candidates as required. Great care shall be taken in accounting for all sheets distributed.

(3) The Presiding Officer shall require each candidate to attach each sheet, as soon as received, to the top of one of the ruled pages of his examination book. A gummed margin has been provided for this purpose at the top of the reverse side of the sheet.

(4) For the Upper School paper in Trigonometry the Presiding Officer shall see that each candidate is provided with logarithmic and interest tables. These tables may also be used, if required, for the Upper School paper in Algebra.

ANSWER ENVELOPES

25. Presiding Officers shall see that candidates use the answer envelopes provided for the Upper School examination.

MAKING REPORTS AND RETURNING ANSWERS
TO THE DEPARTMENT

26. On the last day of the examinations, the Presiding Officer shall forward to the Department of Education the total amount of fees received from late candidates, and the candidate's statements of late candidates.

27. The Presiding Officer shall report to the Department at the close of the examination in the "remarks" column of the Diagram Blank (Exam. Form 21) any particulars in which the instructions, etc., were not observed and shall mention any facts regarding the examination that he deems expedient to have brought to the attention of the Department. The Presiding Officer and his assistants shall sign a declaration that in all other respects the instructions and regulations were fully complied with.

28. The Presiding Officer, as part of his report to the Department, shall send a diagram of *each room* on the Form provided (Exam. Form 21), showing the position occupied by each candidate and Presiding Officer during the examination in each subject.

29. The Presiding Officer shall arrange the answer papers so that all the answers of each candidate for examination are sent together in the same shipment and in the order in which their names appear in the list of candidates for the examination. To facilitate this, elastic bands have been supplied, one for each candidate's set of answers.

30. (1) The prompt return of the answers to the Department at the close of the examinations is essential, and may be greatly facilitated if the answers are sorted at the close of each day's examination.

(2) The tally list of the examination shall be returned in the bag with the candidates' answer envelopes. See Instructions 31 and 32 below.

(3) The declaration and diagram report (Exam. Form 21), and the reports on special cases such as illness of candidates, shall be forwarded to the Department by post on the respective days that the answers are forwarded. For this purpose a special envelope will be found in the bag.

31. The answers of candidates for the Upper School examination, together with the tally lists, shall be securely tied in parcels, and returned promptly at the close of the examination, or as otherwise directed, in one of the bags provided.

32. (1) Each bag shall be so tied that the words, "The property of the Department of Education," will be outwards. The shipping tag shall be securely attached to the strap on each bag.

(2) All the express charges shall be prepaid, and no commercial value shall be placed upon the bags and contents.

33. (1) All surplus question papers shall be given at the close of the examinations to the Principal of the school.

(2) All surplus answer envelopes, and name slips shall be returned to the Department in one of the bags containing candidates' answers.

(3) The packages of empty question envelopes having the declarations of the witnesses thereon, shall be tied together in a parcel and returned to the Department in the bottom of one of the bags containing the candidates' answers.

EXPENSES OF THE EXAMINATION AND SCALE OF FEES

34. The Treasurer of the School Board of the school where the examination is held shall pay, on the certificate of the Principal, the incidental expenses of the examination, including the cost of stationery, express charges, etc.

EXAMINATIONS IN PRIVATE SCHOOLS

35. (1) Subject to the conditions contained in the High School Courses of Study, and in accordance with a time-table issued by the Minister from time to time, written examinations in the subjects of the Upper School courses will be held annually by the Department of Education at each High School and Collegiate Institute, and at such other centres as the Minister may approve on the recommendation of the Public School Inspector.

(2) It will be necessary for the authorities of a private school who wish to have an examination centre to notify the Inspector before the first of April, in order that satisfactory arrangements may be made.

(3) The private school authorities shall give an undertaking to pay all the local costs of the examination, including the cost of presiding, if such cost is found to be necessary.

(4) Subject to the approval of the Minister, the Public School Inspector of the Inspectorate in which a private school examination centre is situated shall appoint the Chief Presiding Officer and any Assistant Presiding Officers necessary.

Where possible and expedient the Presiding Officers shall be selected through a fair exchange of qualified teachers of the High, Vocational and Continuation Schools and the Private Schools, so that there may be no charge for presiding.

(5) If it is found impossible to obtain Presiding Officers in the manner just indicated, the Inspector shall nominate qualified persons to act as Presiding Officers, who shall be entitled to remuneration at the rate of \$8.00 per diem for Chief Presiding Officers, and \$6.00 per diem for Assistants.

(6) Examinations in a private school shall be conducted in accordance with the preceding Regulations.

EXAMINATIONS IN UNIVERSITIES

36. Where it is found necessary for the convenience of candidates, the Minister may establish a centre for the Upper School examinations at a University of the Province. The expenses for the conduct of the examinations at such centre shall be borne by the Department of Education.

B.—INSTRUCTIONS TO CANDIDATES

Previous to the examination Principals shall read and carefully explain to their candidates the following instructions:

Under present conditions, it is not practicable for Presiding Officers to read the instructions to the candidates. They should, however, inform them that they are expected to make themselves familiar with the instructions (on the reverse side of the time-table) already in their hands.

1. Candidates shall file their applications not later than May 1st, with the Principal of the school at which they propose to write the examination. In no case shall the application be sent to the Department. Candidates who desire to write at the University of Toronto shall submit their applications to the Registrar of the University. If a candidate, through an oversight, should neglect to have his application duly sent to the Principal, he may present himself at the examination, when the Presiding Officer is at liberty to admit him, provided that the application is satisfactory, and there is the necessary accommodation, and that a sufficient number of question papers has been received. A late fee of \$1.00 shall be exacted by the Presiding Officer from an Upper School candidate who presents himself in this way.

2. A candidate for a University Scholarship shall make special application therefor to the University concerned. He shall also make application to the Principal for the Upper School examination.

3. Each candidate shall satisfy the Presiding Officer as to his personal identity, and any person detected in attempting to personate a candidate shall be reported to the Department. The Presiding Officer is authorized to refuse the application of any candidate who presents himself at any centre other than that nearest his usual place of residence, unless the candidate's explanation of his course in so presenting himself is **in every way** satisfactory to the Presiding Officer.

In the case of a candidate who has already submitted his application, if he desires to write one or more of his papers at a centre other than that nearest his school or his place of residence, he shall make application through his Principal to the Department for permission to do so.

4. Candidates shall be in their allotted places before the hour appointed for the commencement of each examination. If a candidate be not present till after the appointed time, he shall not be allowed any additional time. No candidate shall be permitted, on any pretence whatever, to enter the room after the expiration of *an hour* from the commencement of the examination. The Presiding Officer is authorized to refuse admission even within the hour if the candidate's explanation is in any sense unsatisfactory, or if he has reason to suspect collusion between the newly admitted candidate and other candidates.

5. A charge of One Dollar shall be collected by the Presiding Officer from a candidate who fails to make application by the prescribed date. The Presiding Officer shall see that the application of such candidate meets the requirements of the Regulations before admitting him to the examination.

6. A candidate shall not leave the room within *one hour* after the distribution of the question papers in any subject; and if he leave after that period, he shall not be permitted to return during the examination in such subject.

7. *Every candidate shall conduct himself in strict accordance with the instructions.*

He shall not take into the room or have in or on his desk any book, notes, paper or anything from which he may derive assistance. He shall not talk to another candidate; he shall not give or receive assistance of any kind whatever. Should he violate these instructions his examination will be cancelled and he may be debarred from presenting himself at any Departmental examination for two years.

Should the Presiding Officer obtain clear evidence of the violation of these instructions at the time of its occurrence, he shall cause the candidate concerned to leave the room at once; he shall strike his name from the list of candidates; and he shall not permit him to return to the room during the remaining part of the examination. If, however, the evidence be not complete at the time, or be obtained after the close of the examination, the Presiding Officer shall report the case to the Department.

8. For the examinations in Mathematics and Physics candidates shall provide themselves with a ruler (showing millimetres and sixteenths of an inch), a pair of compasses and a protractor.

9. A candidate shall not use any paper or book other than that provided. He shall write the name of the subject of examination very distinctly at the top of his book. **He shall not, however, write his name or any distinguishing mark or symbol on his book, nor shall he tear any paper from his book or insert therein any matter not pertinent to the examination.**

10. Candidates are also reminded that the Presiding Officer is not allowed to make *any explanation* or other statement regarding the probable meaning of any question or to *give any advice* as to what question should be answered by the candidates or how any question should be answered.

Should an error appear to have been made in any question, *no attention* shall be drawn to it during the time of examination by either the Presiding Officer or any of the candidates. Candidates may, however, at the end of the examination period submit the matter to the Presiding Officer, who, if he considers it necessary, will report on the matter to the Department at the close of the examination.

11. Every candidate shall write his answers and full solutions on the ruled side of the leaves of his examination book or books (if more than one be needed); he shall use the unruled side in preparing the answers in rough where necessary. He shall fold his examination book (or books) once across, place it in the envelope provided by the Presiding Officer, seal the envelope, write on the outside of the envelope the subject of examination only, and, on the slip provided, his name in full (surname preceding), and then securely fasten the slip to the envelope, as instructed by the Presiding Officer. Each candidate shall hand in all the answer books he has used.

12. In case of the illness of any candidate affecting his examination, he shall request the Presiding Officer to report full particulars to the Department immediately at the close of the examination. This report shall be accompanied by a medical certificate, stating precisely the nature of the illness and its time and duration. Other occurrences interfering with the candidate's examination shall be reported at the same time. Certificates received or circumstances reported after this date will not be considered.

13. The answer papers of all candidates are read carefully by boards of Associate Examiners selected from the successful teachers of the Province. All papers on a subject are valued according to a uniform scale of marks decided upon by the Examiner-in-Chief in consultation with a committee of Associate Examiners in charge of that subject.

Before the results are made up, the answers of candidates who fail by not more than a reasonable margin in any paper are immediately re-read. Candidates who still fail in this supplementary reading are sent a statement indicating in what papers their answers have been re-read.

Besides the precautions outlined above, the addition and transferring of marks are carefully checked on all answer papers.

